

## **New Orleans Health Department Public Hearing Guidelines**

1. Charlotte Parent, Director of the New Orleans Department of Health (“Director of Health”), shall preside over the public hearing.
2. Individuals who wish to speak must submit a speaker card to the Director of Health.
3. Each speaker card must contain the speaker’s name and signature and be time-stamped.
4. The Director of Health shall call speakers in chronological order, as indicated by the time stamp.
5. Before speaking, each speaker shall state his or her name and address and, if applicable, who he or she is representing.
6. Each speaker shall be allowed a maximum of three (3) minutes to speak. The Director of Health may grant or deny a speaker’s request for additional time or to cede time to another speaker.
7. Speakers are directed to restrict their comments to matters relevant to the regulations under consideration and urged to avoid repetitive presentation of similar matters. The determination of relevance shall be made by the Director of Health. Failure to comply may result in termination of the speaker’s time.
8. The total time allotted for public comment during the hearing shall not exceed ninety (90) minutes.